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PAYMENT SERVICES USER MANUAL

RECURRING PAYMENTS

INTRODUCTION

Recurring payments are those that occur on a regular basis, such as rent, utility, or maintenance payments. This part of Payment Services allows you to create a template for paying a single vendor for a single transaction or group different transactions together to pay different vendors on the same date. A recurring payment generally is for the same vendor(s) and for the same amount(s); however, Payment Services allows you to edit a template as needed.

To use Recurring Payments, you will:

- Create a template that includes the line items of the vendors and amounts to be paid.
- Schedule a payment.
- Authorize a payment.
- Distribute costs for a payment (if the line items in the template should be paid from different funding sources).
- Approve a payment to be sent to STARS.

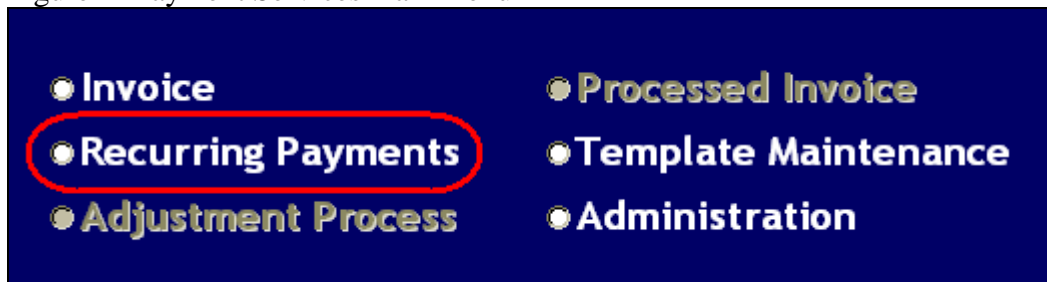
As with Payment Services in general, each agency will develop their own business processes to determine who performs these steps and when.

Note that Recurring Payments does not *automatically* send transactions to STARS for payments on scheduled dates. On a regular basis, users must log on to Payment Services and view the **Schedule** screen to see what is scheduled or needs to be scheduled for payment.

CREATING A TEMPLATE

1. From the Payment Services menu, select **Recurring Payments**.

Figure 1- Payment Services main menu



2. Click the **Template** tab.
3. Click **Create New Template**.

Figure 2 - Create a template

Active	Run Date	Name	Description	Created by	Edited by	
Select	✓	12/08/2006	Snow Removal	Snow Removal bill	Appr S (11/14/2006)	Appr S (11/14/2006)

Create New Template

Active ☒ Name/Group Template Description

Date to Frequency

Document # Recurring Description

Vendor No	Sfx	Vndr Name	Vndr Bus Address	City	St	Zip Area	Phone Ext	Account Inv Number	PO Invoice Description	Amt	TC	R	DMI	Encumb	Sfx	B

Save & Continue Save & Clear Clear Delete Template

4. Enter a 14 character name for your template in the **Name/Group** field. This will populate the invoice number field in the grid when you enter fiscal codes, but can be changed in the grid.
5. Enter a 30 character description in the **Template Description** field.
6. Enter or select from the calendar icon the date range for the template. This is how long the template will be used. For example, a lease template may extend for three years.
7. From the **Frequency** menu, select **Daily**, **Weekly**, **Monthly**, or **Yearly** to specify when the recurring payment will occur.

8. Select the detailed frequency based on whether the recurrence is daily, weekly, monthly, or yearly.

For example, if you select **Monthly** in the first drop-down menu, select **Every month**, **Every other month**, etc., in the second menu (Similar options appear for Daily, Weekly, and Yearly.)

Figure 3 - Frequency of recurring payment

The screenshot shows the 'Create New Template' form. The 'Active' checkbox is checked. The 'Name/Group' field is 'Utility Bills' and the 'Template Description' is 'Gas, Water'. The 'Date' range is from 12/01/2006 to 12/01/2007. The 'Frequency' is set to 'Monthly'. A second dropdown menu is open, showing options: 'Every month', 'Every other month', 'Every third month', and 'Every fourth month'. The 'Document #' is 'STARSDoc' and the 'Recurring Description' is 'Utility Bills'.

9. Enter an eight character document number in the **Document #** field.
10. Enter a 30 character description in the **Recurring Description** field. This will be applied to each recurring payment, but can be changed later.
11. Click **Save & Continue** (to save the template and keep it on the screen).

Other options you have are:

- Click **Save & Clear** (to save the template and start over with a new template screen. You would not add new line item payments as described below).
 - Click **Clear** to clear the template without saving and start over with a new template screen.
12. Click **New Item**. A template grid appears with a row of data fields for fiscal codes. This can be the line item for an individual payment. Multiple rows can be created for different vendors and/or different amounts. For instance, you could create a template with a **Name/Group** of "Utilities" and add a **New Item** for each vendor for electric, water, and gas utilities.

Figure 4 - "New Item" line items added

The screenshot shows the 'Create New Template' form with the 'New Item' button clicked. Below the form fields, there is a table with two line items. The table has columns: Vendor No*, Sfx, Account, Inv Number, PO, Invoice Description, Amt, TC, R, DMI, BFY, PCA*, Index*, and St. The first line item is for 'Water Bill' with an amount of 75.00. The second line item is for 'Gas Bill' with an amount of 100.00. At the bottom of the form, there are buttons for 'Save & Continue', 'Save & Clear', 'Clear', and 'Delete Template'.

Vendor No*	Sfx	Account	Inv Number	PO	Invoice Description	Amt	TC	R	DMI	BFY	PCA*	Index*	St
Del Dup 043787897	00		Utility Bills		Water Bill	75.00	200			2007			
Del Dup 820221463	06		Utility Bills		Gas Bill	100.00	200			2007			

13. Enter the fiscal coding - vendor number, transaction code, etc. - for the transaction as you would in Payment Services.
 - a. Begin entering data in first field on the row, which is the vendor number. (The **Inv Number** and **Invoice Description** fields are automatically populated with the text from the **Name/Group** and the **Recurring Description** fields when you started the template. These can be changed.)
 - b. Press the TAB key to move to each subsequent data field. Use SHIFT + TAB to move the cursor in the reverse direction. You can also drag the scroll bar at the bottom of the distribution grid and click into the fields you want to use.
- Using Lookups:** Fields marked with an asterisk can perform “lookups”. When data from a lookup is selected, it will automatically populate the recurring payment grid. For example, to look up a vendor number:
- a. Click in the **Vendor #** field and press F3.
 - b. In the look up dialog box, enter any combination of search criteria – vendor name, city, vendor number, etc. You can enter only part of your search criteria – e.g., “Crea” will find vendors such as “Creative Learning Center”.
 - c. If desired, enter the **Sort Seq** number or select **Agency Vendors** to filter the search results by those criteria. Agency Vendors filters vendors recently used in Payment Services by your agency.
 - d. Click **Find**. Click the column headers of the search results to sort the list, if needed.
 - e. Click **Select** next to a vendor number and the vendor number will be automatically populated in the template grid.
14. To add more rows, click **New Item** again. Continue entering fiscal codes in the template grid as needed.
 15. If needed, select the **Show Vendor Info** and/or **Show Encumbrance Info** check boxes to display detailed information for those fields.

Figure 5 - Show Vendor Info

New Item <input checked="" type="checkbox"/> Show Vendor Info <input type="checkbox"/> Show Encumbrance Info				
Vendor No*	Sfx	Vndr Name	Vndr Bus	Address
Del Dup 820395314	00	HEATING SUPPLY COMPANY		113 W 43RD ST

Save & Continue Save & Clear Clear Delete Template

16. Click **Save & Continue** (to save the template and keep it on the screen) or **Save & Clear** (to save the template and start over with a new template screen). The fiscal codes will be validated against STARS tables. Any errors will generate an error message and the offending field(s) will be highlighted in red so you can correct them.

Other options you have are:

- Click **Clear** to clear all of the line items created without saving and start over with new items.
- If you decide the template is incorrect after saving it, click **Delete Template**. (You may need to clear the line items from the grid after deleting.)

17. The template is ready to be used for scheduling a payment.

SCHEDULING A PAYMENT

If you are not in Recurring Payments already:

1. From the Payment Services menu, select **Recurring Payments**.
2. Click the **Schedule** tab.
Templates that are ready to use for scheduling a payment will be seen in the **Templates Pending** section. By default, templates pending within the next seven days are displayed. Select a time period from the drop-down menu to see templates pending for a different time period.
3. Click **Schedule** next to a template in the **Templates Pending** section.
 - Click **Edit** to make changes to the amount(s), vendor(s), or fiscal coding in the Template screen. You can then save the changes and return to the **Schedule** tab.
 - Click **Skip** to skip a payment that you would normally schedule. The payment will not be sent to STARS.
4. Click **OK** on the confirmation dialog box to move the template into the **Scheduled Payments** section.

Figure 6 - Templates Pending and Scheduled Payments sections

The screenshot displays the Payment Services interface. At the top, there are tabs: **Schedule** (selected), **Template**, **Distribute**, **Approval**, and **Reports**. Below the tabs, the **Templates Pending** section is visible, featuring a dropdown menu set to **Next 7 Days**. A table lists pending templates with columns: **Run Date**, **Name**, and **Template Description**. One row is shown: **12/01/2006**, **Utility Bills**, and **Gas, Water**. Action buttons **Edit**, **Schedule**, and **Skip** are present for each row. A confirmation dialog box from Microsoft Internet Explorer is overlaid, asking "Schedule payment for 12/1/2006?" with **OK** and **Cancel** buttons. Below this, the **Scheduled Payments** section is shown with a table listing scheduled payments with columns: **Payment Date**, **Name**, **Recur Description**, **Status**, and **Created by**. Two rows are listed: **12/01/2006**, **Snow Removal**, **Snow Removal bill**, **Awaiting Approver 2**, and **Appr S (11/14/2006)**; and **12/01/2006**, **Landscaping**, **Landscape Maintenance**, **Released for Payment**, and **Appr S (11/29/2006)**. Each row has a **Select** button.

The payment is ready to be authorized, have its costs distributed if necessary, and be approved. Again, your agency's business process will determine who performs these tasks and when.

AUTHORIZING PAYMENT

Payments are authorized by default; however, you can make some changes before distributing costs, or you can “unauthorize” the payment. How you use this will depend on your agency’s business process.

If you are not in Recurring Payments already:

1. From the Payment Services menu, select **Recurring Payments**.
2. Click the **Schedule** tab.
3. Click **Select** next to the scheduled payment that needs to be authorized.

Figure 7 - Payment awaiting authorization

Scheduled Payments					
	Payment Date	Name	Recur Description	Status	Created by
Select	12/01/2006	Snow Removal	Snow Removal bill	Awaiting Approver 2	ApprS (11/14/2006)
Select	12/01/2006	Landscaping	Landscape Maintenance	Released for Payment	ApprS (11/29/2006)
Select	12/01/2006	Utility Bills	Gas, Water	Awaiting Authorization	ApprS (11/30/2006)

4. The payment will open in the **Distribute** screen.

Figure 8 - Authorize a transaction payment

☒ Authorization Appr S (11/30/2006)
☐ Cost Distribution

☐ Show Vendor Info ☐ Show Encumbrance Info ☐ Hide Excluded Rows

	Exclude	Vendor No*	Sfx	Account	Inv Number	PO	Invoice Description	Amt	TC	R	DMI	BFY	PCA*	Inde
Dup	<input type="checkbox"/>	043787897	00		Utility Bills		Water Bill	75.00	200			2007		
Dup	<input type="checkbox"/>	820221463	06		Utility Bills		Gas Bill	100.00	200			2007		

The next four steps are optional, depending on what you want to do with the payment:

5. Select the **Exclude** check box next to any line item to exclude that payment.
6. Select the **Hide Excluded Rows** check box to hide those payments you marked as excluded.
7. Select the **Show Vendor Info** and/or **Show Encumbrance Info** check boxes to display detailed information for those fields.
8. The **Authorization** check box should be checked by default. If not, select it. (To unauthorize a payment, clear the check box.)

9. Click **Save & Continue** (to save the changes and keep the payment on screen) or **Save & Clear** (to save the changes and clear the authorization screen).
The fiscal codes will be validated against STARS tables. Any errors will generate an error message and the offending field(s) will be highlighted in red.
Other options you have are:
 - Click **Clear** to clear the authorization screen without saving any changes.
 - If you decide the payment is incorrect after saving it, click **Delete Payment**.
(You may need to clear the line items from the grid after deleting.)

The payment is ready for cost distribution.

COST DISTRIBUTION

If you are not in Recurring Payments already:

1. From the Payment Services menu, select **Recurring payments**.
2. Click the **Schedule** tab.
3. Click **Select** next to the payment you need to distribute costs for.
4. Click **Dup** next to the line item transaction. This will create a duplicate row highlighted in yellow – all of the fiscal coding, vendor, and amount information will be duplicated.
5. Change the amount in the **Amt** field on the original row.
6. Change the amount in the **Amt** field and change whatever other fields you need to on the duplicate row.
7. Select the **Show Vendor Info** and/or **Show Encumbrance Info** check boxes to display detailed information for those fields.

Figure 9 - Cost Distribution

☐ Show Vendor Info
 ☐ Show Encumbrance Info
 ☐ Hide Excluded Rows

	Exclude	Vendor No	Sfx	Account	Inv Number	PO	Invoice Description	Amt	IC	R	DMI	BFY	PCA	Ind
Dup	<input type="checkbox"/>	043787897	00		Utility Bills		Water Bill	75.00	200			2007		
Dup	<input type="checkbox"/>	820221463	06		Utility Bills		Gas Bill	100.00	200			2007		
Dup	<input type="checkbox"/>	820221463	06		Utility Bills		Gas Bill	100.00	200			2007		

8. Select the **Cost Distribution** check box when finished (see Figure 8).

9. Click **Save & Continue** (to save the changes and keep the payment on screen) or **Save & Clear** (to save the changes clear the distribution grid). The fiscal codes will be validated against STARS tables. Any errors will generate an error message and the offending field(s) will be highlighted in red.

Other options you have are:

- Click **Clear** to clear the distribution grid without saving any changes.
- If you decide the payment is incorrect, click **Delete Payment**.

10. The payment is ready for approval.

APPROVING PAYMENT

The agency's Payment Services administrator sets up the number and the names of the approval levels. The approval levels in your agency may look different than in the examples below.

If you are not in Recurring Payments already:

1. From the Payment Services menu, select **Recurring payments**.
2. Click the **Schedule** tab.
3. Click **Select** next to the payment you need to approve.

Figure 10 - Approval screen

Name: Utility Bills Description: Gas, Water Payment Date: 12/01/2006

Status: Awaiting Fiscal

☒ Authorization Appr S(11/30/2006)

☒ Cost Distribution Appr S(11/30/2006)

☐ Fiscal

☐ Approver 2

☐ Show Vendor Info ☐ Show Encumbrance Info

Vendor No	Sfx	Account	Inv Number	PO#	Inv Description	Amount	TC	R DMI	BFY	PCA	Index	Exp Obj	Dtl	Grant	Ph	Project	Ph	Mod	BU	Fund	Dtl	Se
820221463	06		Utility Bills			\$100.00	200		2007												5199	
043787897	00		Utility Bills			\$75.00	200		2007												5199	

Save & Continue Save & Clear Clear Delete Payment

4. Select the **Show Vendor Info** and/or **Show Encumbrance Info** check boxes to display detailed information for those fields.
5. Select the approval check box(es) corresponding to your approval level.
To “disapprove” a payment that has an approval level, cost distribution, or authorization checked, select the necessary check boxes to clear them. For example, to disapprove a payment and send it back for cost distribution, clear all check boxes back to and including **Cost Distribution**.

6. Click **Save & Continue** (to save changes and keep the payment on screen) or **Save & Clear** (to save the changes and clear the approval screen).

Other options you have are:

- Click **Clear** to clear the approval screen without saving any changes.
- If you decide the payment is incorrect, click **Delete Payment**.

FINAL APPROVAL

When the final approval level is selected, a **Payment Request Date** dialog box is displayed. This allows you to select the date when the payment gets sent to STARS to be paid.

Figure 11 - Final approval payment request date

The screenshot displays the 'Payment Request Date' dialog box in the top right corner. It contains a date field set to '12/1/2006' and two radio buttons: 'Invoice Payment Date' (selected) and 'Invoice Approval Date'. Below the dialog box, the main screen shows a table of vendor bills. The table has columns: Vendor No, Sfx, Account, Inv Number, PO#, Inv Description, Amount, TC, RDMI, BFY, PCA Index, Exp Obj, Dtl, Grant, Ph, Project, Ph Mod, BU, Fund, Dtl. The table contains two rows of data for 'Utility Bills' with amounts of \$100.00 and \$75.00. At the bottom of the screen, there are four buttons: 'Save & Continue', 'Save & Clear', 'Clear', and 'Delete Payment'.

Vendor No	Sfx	Account	Inv Number	PO#	Inv Description	Amount	TC	RDMI	BFY	PCA Index	Exp Obj	Dtl	Grant	Ph	Project	Ph Mod	BU	Fund	Dtl
820221463	06		Utility Bills			\$100.00	200		2007									5199	
043787897	00		Utility Bills			\$75.00	200		2007									5199	

1. You can:
 - Enter a date in the **Payment Request Date** field (or use the calendar icon).
 - Select **Invoice Payment Date**. This will use the payment date from the template.
 - Select **Invoice Approval Date**. This will use the date the payment was approved.
 2. Select the final approval check box (as set up by your Payment Services administrator.)
 3. Click **Save & Continue** (to save the changes and keep the payment on screen) or **Save & Clear** (to save the changes clear the approval screen).
- Other options you have are:
- Click **Clear** to clear the approval screen without saving any changes.
 - If you decide the payment is incorrect, click **Delete Payment**

REPORTS

The Reports screen is identical to the regular Payment Services Reports. [Click here for Payment services documentation on using the Reports.](#)